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The JIG began its work in March 2002. From March through May 2002, the JIG reviewed existing Collection Policy Statements (CPS), the Library On-Line Acquisition Manual (LOLA M) at <http://lcweb.loc.gov/staff/acq/manual>, and existing workflow documentation. The JIG met with the SO for each format to observe and document their selection processes. The Selection JIG mapped current processes and conducted follow-up interviews with the SOs and other staff to determine how they apply the CPS and acquisition guidelines. Appendix A contains the documented “as-is” processes.

To develop a new improved process, the JIG identified objectives to guide their recommendations:

- Make selection decision on 100 percent of deposits before they leave CO [Decision made by CO with LS assistance]
- Maintain an accurate record of CO disposition
- Allow time and provide capability for searching LC databases for additional information on the work before it leaves CO

- Reduce redundant searching and selection activities.

The JIG used these principles to map out new processes. Some formats did not require much change; others had already undergone review through other JIG efforts (e.g. the Serials Processing JIG). The JIG consulted with SOs and other stakeholders when it recommended significant revision to current selection processes.

The JIG identified where and when selection should take place and who should perform selection. When necessary, the members mapped new processes to illustrate the recommendations.

Selection JIG members conducted stakeholder meetings to gauge response to their recommendations. They met with SOs, the Copyright Acquisition Division (CAD) chief, CO Examining Division management and supervisors, and CO Cataloging Division management.